# Minutes Of Meeting

## Airline Reservation System

| Project Code | Team1 |
|---|---|
| Project Name | Airline Reservation System |

| Prepared/Modified by | Role | Date of Preparation |
|---|---|---|
| Team 1 | Software Engineer | 03/01/2018 |
| **Reviewed by** | **Role** | **Date of Review** |
| Sourabh Jain | Software Engineer | 04/01/2018 |
| **Approved by** | **Role** | **Date of Approval** |
| Rahul Vikash | Training Manager | |
| **Circulation List** | deeksha.sinha@capgemini.com, sri-lekha.gamidi@capgemini.com, manasa.manasa@capgemini.com, manisha.kumari@capgemini.com, shwetha.h-d@capgemini.com, sourabh.b.jain@capgemini.com, sai.suggisetti@capgemini.com | **Version Number of the template:1.0** |
| **Version Number** | 1.0 | |

Date: 11/11/2017

| Meeting Venue | Training Room 2 |
| --- | --- |
| Date / time | 13/10/2017  9.00am-10.30am |
| List of Participants | 1. Sourabh Jain<br>2. Deeksha Sinha<br>3. Manasa Bhargavan<br>4. Manisha Kumari<br>5. Gamidi Srilekha<br>6. Suggisetti Tejaswini<br>7. Shwetha H D |
| Distribution List | deeksha.sinha@capgemini.com, sri-lekha.gamidi@capgemini.com, manasa.manasa@capgemini.com, manisha.kumari@capgemini.com, shwetha.h-d@capgemini.com, sourabh.b.jain@capgemini.com, sai.suggisetti@capgemini.com |

| **Meeting Agenda** |
| --- |
| Thorough understanding of the requirements and discussions on Analysis and Design of the project. |

| **Discussions** |
| --- |
| 1. Discussions regarding the various requirements proposed by the project and the course of action to meet those requirements.<br>2. Determining Queries to be asked for better understanding of the project. |

**Classification : Company Internal**

**Decisions and action items:**

| Action item | Responsibility | Planned finish Date |
|---|---|---|
| Reverse Presentation Document | Team | 11/10/2017 |

Date: 18/11/2017

| Meeting Venue | Training Room 2 |
|---|---|
| Date / time | 18/11/2017 9.30am-10.30am |
| List of Participants | 1. Sourabh Jain<br>2. Deeksha Sinha<br>3. Manasa Bhargavan<br>4. Manisha Kumari<br>5. Gamidi Srilekha<br>6. Suggisetti Tejaswini<br>7. Shwetha H D |
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| **Meeting Agenda** |
|---|
| 1. Reviewed the previous analysis of the project |
| 2. Create Database tables and write queries |
| 3. Distribution of modules |

| Discussions |
|---|
| 1. Discussions related to distribution of tasks that will be performed by the team members.<br>2. Created the tables.<br>3. Wrote the queries for the operations. |

## Decisions and action items:

| Action item (Assignment of task(module)) | Responsibility | Planned finish Date |
|---|---|---|
| 1.  UI | Sourabh and Tejaswini | 18/11/2017 |
| 2. Test Unit | Deeksha and Shwetha | 18/11/2017 |
| 3. Service Layer | Manasa and Srilekha | 18/11/2017 |
| 4. Dao Layer | Sourabh and Manisha | 18/11/2017 |

Date: 25/11/2017

| Meeting Venue | Training Room 2 |
|---|---|
| Date / time | 25/11/2017  10.00 am to 12.00 pm |
| List of Participants | 1. Sourabh Jain<br>2. Deeksha Sinha<br>3. Manasa Bhargavan<br>4. Manisha Kumari<br>5. Gamidi Srilekha<br>6. Suggisetti Tejaswini<br>7. Shwetha H D |
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**Classification : Company Internal**

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|---|---|

**Meeting Agenda**

1. Use case Diagram, Class Diagram, Sequence Diagram and Activity Diagram.

**Discussions**

1. Discussed and prepared Use case, Class Diagram and Sequence Diagram and Activity Diagram.
2. Discussions related to tasks completed and changes made.

**Decisions and action items:**

| Action item | Responsibility | Planned finish Date |
|---|---|---|
| 1. Design Of Class Diagram | Manisha , Sourabh | 25/11/2017 |
| 2. Design of Use Case Diagram | Manasa and Srilekha | 25/11/2017 |
| 3. Activity Diagram | Manasa,Deeksha and Tejaswini | 25/11/2017 |
| 5.Sequence Diagram | Srilekha and Shwetha | 25/11/2017 |

Date: 02/12/2018

| Meeting Venue | Training Room 2 |
|---|---|
| Date / time | 02/12/2018 10.00 am to 12.00 pm |
| List of Participants | 1. Sourabh Jain<br>2. Deeksha Sinha<br>3. Manasa Bhargavan<br>4. Manisha Kumari<br>5. Gamidi Srilekha<br>6. Suggisetti Tejaswini<br>7. Shwetha H D |
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**Meeting Agenda**

1. Reading and Understanding of the Checklist and Coding Standards and Database Design

**Discussions**

1. Discussions pertaining to Checklist ,Coding Standards and Database Design.

**Decisions and action items:**

| Action item (UTP Review) | Responsibility | Planned finish Date |
|---|---|---|
| 1. Display Ticket | Sourabh, Manasa, Manisha | 02/12/2018 |
| 2. Delete And Update Ticket | Tejaswini, | 02/12/2018 |

| | Srilekha,Shwetha and Deeksha | |
|---|---|---|

Date: 09/12/2017

| Meeting Venue | Training Room 2 |
|---|---|
| Date / time | 09/12/2017<br>10.00am-11.00am |
| List of Participants | 1. Sourabh Jain<br>2. Deeksha Sinha<br>3. Manasa Bhargavan<br>4. Manisha Kumari<br>5. Gamidi Srilekha<br>6. Suggisetti Tejaswini<br>7. Shwetha H D |
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| Meeting Agenda |
|---|
| 1. LLD Preparation, Review of Class Diagrams and Use case Diagrams. |

| Discussions |
|---|
| 1 Discussions related to LLD i.e assignment of Modules for preparation of LLD and the corresponding review.<br>2 Discussions related to changes and modifications that need to be introduced in the Usecase Diagram and Class Diagrams. |

**Decisions and action items:**

| Action item (LLD Preparation) | Responsibility | Planned finish Date |
|---|---|---|
| 1. Suggestions for changes and modifications in Usecase and Class Diagrams. | Rahul Vikash | 09/12/2017 |
| 2. Display Ticket Module | Shwetha | 09/12/2017 |
| 3. Validation and Test cases | Manasa and Srilekha | 09/12/2017 |

Date: 16/12/2017

| Meeting Venue | Training Room 2 |
|---|---|
| Date / time | 16/12/2017 10.00am-11.00am |
| List of Participants | 1. Sourabh Jain<br>2. Deeksha Sinha<br>3. Manasa Bhargavan<br>4. Manisha Kumari<br>5. Gamidi Srilekha<br>6. Suggisetti Tejaswini<br>7. Shwetha H D |
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| Meeting Agenda |
|---|
| 1.  Study of Checklist , Coding Standard and LLD Review. |

| Discussions |
|---|
| 1.  Discussions related to Checklist, Appropriate Coding Standard and LLD review by respective Team Members. |

**Decisions and action items:**

| Action item (UTP Review) | Responsibility | Planned finish Date |
|---|---|---|
| 1. Display Ticket Module | Manisha | 02/12/2018 |
| 2. Test Cases | Deeksha | 02/12/2018 |

Date: 23/12/2017

| Meeting Venue | Training Room 2 |
|---|---|
| Date / time | 23/12/2017 11.45am-12.50pm |
| List of Participants | 1. Sourabh Jain<br>2. Deeksha Sinha<br>3. Manasa Bhargavan<br>4. Manisha Kumari<br>5. Gamidi Srilekha<br>6. Suggisetti Tejaswini<br>7. Shwetha H D |
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| Meeting Agenda |
|---|
| 1 LLD, Minutes of Meeting, Class Diagram, Usecase Diagram Review by Batch Mentor, |

| Setting of Deadline for completion of Primary portion of Coding (excluding Javascript and CSS). |
|---|

**Discussions**

| |
|---|
| 1. Discussions related to certain modifications that need to be included in the LLD, Class Diagram, UseCase Diagram.<br>2. Discussions related to changes that need to be introduced during documentation.<br>3. Discussions regarding setting of deadline for completion of portion of coding involving Business Logic and Presentation. |

**Decisions and action items:**

| Action item | Responsibility | Planned finish Date |
|---|---|---|
| 1. LLD, Class Diagram, Usecase Diagram Review | Rahul Vikash | 23/12/2017 |
| 2. Mandatory changes to be introduced during documentation. | Rahul Vikash | 23/12/2017 |
| 3. Setting of deadline for Completion of coding involving Business Logic and Presentation. | Team | 23/12/2017 |

Date: 30/12/2017

| Meeting Venue | Training Room 2 |
|---|---|
| Date / time | 30/12/2017<br>11.00am to 12.30pm |
| List of Participants | 1. Sourabh Jain<br>2. Deeksha Sinha<br>3. Manasa Bhargavan<br>4. Manisha Kumari |

| | |
|---|---|
| | 5. Gamidi Srilekha<br>6. Suggisetti Tejaswini<br>7. Shwetha H D |
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| **Meeting Agenda** |
|---|
| 1. Completion of assigned modules inclusive of coding(Business Logic), Presentation(CSS) and essential Validations(Javascript-Client Side Validations as well as Server Side Scripting)<br>2. Details pertaining Documentation.<br>3. Testing of Code and Self Review of code. |

| **Discussions** |
|---|
| 1. Discussions regarding details to be included during Documentation.<br>2. Discussions regarding the assigned Modules, CSS and Javascript.<br>3. Discussions regarding Testing of Code. |

**Decisions and action items:**

| Action item | Responsibility | Planned finish Date |
|---|---|---|
| 1. Details of Baseline Documents :<br>• Design Completion (Deadline)<br>• Code Completion<br>• Code Review<br>• Test Defects | Rahul Vikash | 30/12/2017 |

**Classification : Company Internal**

| | | |
|---|---|---|
| • Integration<br>• Defect Fixing | | |
| 2. Testing of Code | Team | 30/12/2017 |
| 3. Self Review | Assigned Team Member. | 30/12/2017 |

Date: 02/01/2018

| Meeting Venue | Training Room 2 |
|---|---|
| Date / time | 20/12/2017  11.00am – 12.00pm |
| List of Participants | 1. Sourabh Jain<br>2. Deeksha Sinha<br>3. Manasa Bhargavan<br>4. Manisha Kumari<br>5. Gamidi Srilekha<br>6. Suggisetti Tejaswini<br>7. Shwetha H D |
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| Meeting Agenda |
|---|
| 1. Completion of Defect Tracking Sheet |
| 2. Unit testing of each assigned module. |

| Discussions |
|---|
| 1. Discussions related to Defect Tracking Sheet and Unit Testing. |

**Decisions and action items:**

| Action item | Responsibility | Planned finish Date |
|---|---|---|
| 1. Generating Defect Tracking Sheet | Assigned Team Member | 23/12/2017 |
| 2. Unit Testing | Assigned Team Member | 23/12/2017 |

Date: 02/01/2017

| Meeting Venue | Training Room 2 |
|---|---|
| Date / time | 02/01/2017  11.00am – 12.00pm |
| List of Participants | 1. Sourabh Jain<br>2. Deeksha Sinha<br>3. Manasa Bhargavan<br>4. Manisha Kumari<br>5. Gamidi Srilekha<br>6. Suggisetti Tejaswini<br>7. Shwetha H D |
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| Meeting Agenda |
|---|
| 1. Peer Review, Peer Testing |

| Discussions |
|---|
| 1 Discussions concerning Peer Review and Peer Testing. |

**Decisions and action items:**

| Action item | Responsibility | Planned finish Date |
|---|---|---|
| 1  Peer Testing | Assigned Team Member | 02/01/2017 |
| 2 Peer Review | Assigned Team Member | 02/01/2017 |

Date: 03/01/2017

| Meeting Venue | Training Room 2 |
|---|---|
| Date / time | 03/01/2017  10:30am – 11.30am |
| List of Participants | 1. Sourabh Jain<br>2. Deeksha Sinha<br>3. Manasa Bhargavan<br>4. Manisha Kumari<br>5. Gamidi Srilekha<br>6. Suggisetti Tejaswini<br>7. Shwetha H D |
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| Meeting Agenda |
|---|
| 1. Integration, Documentation, Completion of Coding(Logger, Comments) |

| **Discussions** |
| --- |
| 1. Discussions related to Integration of the project.<br>2. Discussions related to completion and review of Documentation.<br>3. Discussions related to completion of coding (i.e including Logger and appropriate comments). |

**Decisions and action items:**

| Action item | Responsibility | Planned finish Date |
| --- | --- | --- |
| 1. Integration of the Program | Team | 20/12/2017 |
| 2. Review and Completion of Documents | Manasa and Srilekha | 20/12/2017 |
| 3. CSS | Sourabh and Shwetha | 20/12/2017 |
| 4. Test Unit | Tejaswini and Sourabh | 20/12/2017 |
| 5. PPT and Documentation | Manisha and Deeksha | 20/12/2017 |

# REVISION HISTORY OF THE WORK PRODUCT

| # | Date | Version # | Section Changed | Details of changes made | Approved By |
|---|------|-----------|-----------------|-------------------------|-------------|
| 1 | 22/12/2017 | 1.0 | Document prepared | N/A | Rahul Vikash |

**Classification : Company Internal**